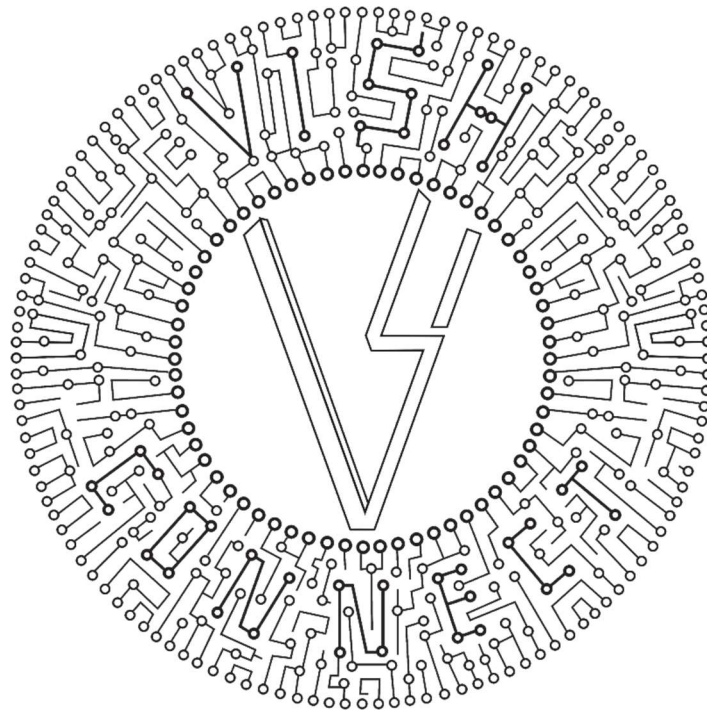




VISHCONNECT SOLUTIONS

Simplify Work Through Automation

MS PowerPoint Workshop



Session 1: PowerPoint Basics & Slide Management

Duration: 1.5–2 Hours

- **Understanding the PowerPoint interface and navigation**
 - **Creating, saving, and organizing presentations**
 - **Slide layouts, themes, and color schemes**
 - **Best practices for structuring a presentation**
- Practical Activities:**
- **Create and format a basic presentation**
-

Session 2: Text, Images, and Media Handling

Duration: 2 Hours

- **Formatting text, bullet points, and lists**
 - **Inserting and editing images, icons, and shapes**
 - **Adding and managing audio and video**
 - **Compressing and optimizing media for presentations**
- Practical Activities:**
- **Design a media-rich slide using text, images, and video**
-

Session 3: Charts, Graphs & Data Visualization

Duration: 2 Hours

- **Creating bar, pie, and line charts**
 - **Working with SmartArt and infographics**
 - **Embedding Excel charts and tables**
 - **Best practices for data visualization**
- Practical Activities:**
- **Design a business presentation with charts and graphs**
-

Session 4: Animations, Transitions & Slide Timing

Duration: 2 Hours

- **Adding and customizing slide transitions**
- **Applying animations to text and objects**

- **Setting up automatic slide timing and rehearsed slide shows**
 - **Using motion paths for dynamic presentations**
Practical Activities:
 - **Create a slide deck with smooth transitions and animations**
-

Session 5: Master Slides & Template Design

Duration: 2 Hours

- **Understanding and customizing Master Slides**
 - **Designing reusable templates and layouts**
 - **Using placeholders and theme fonts/colors**
 - **Branding presentations for business use**
Practical Activities:
 - **Design a company-branded PowerPoint template**
-

Session 6: Collaboration, Sharing & Presenting

Duration: 2 Hours

- **Real-time collaboration and cloud sharing**
 - **Presenter view and slide show controls**
 - **Using hyperlinks and action buttons**
 - **Exporting presentations as PDFs and videos**
Practical Activities:
 - **Present a slide deck using Presenter View**
-

Session 7: Final Project & Best Practices

Duration: 2 Hours

- **Review of key PowerPoint features**
- **Best practices for engaging storytelling**
- **Avoiding common design mistakes**
- **Final project: Creating a professional business or educational presentation**
Practical Activities:
- **Complete and present a polished PowerPoint project**

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Contact Information:

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